

Records Requests

Records release requests can be made by contacting the Records Technician at the Department of Social Services at 929-3400 or complete the Request for Access to Protected Health Information form.

Mail or fax to: Fond du Lac County Department of Social Services
 Attn: Records Technician
 PO Box 1196
 Fond du Lac WI 54935
 Fax: (920) 929-3447
 Email: social.service@fdlco.wi.gov

Fond du Lac County Department of Social Services requires a signed Request for Access to Protected Health Information form. Reasonable notice is two weeks for normal records requests and emergencies may be handled in 48 hours. Social Service files are assigned for editing before they can be viewed or released per compliance with the requirements of applicable laws pertaining to confidentiality, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). There is a \$0.30 charge per copy.